



City of Seat Pleasant

Office of the City Clerk

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name: City Clerk

Date of Report: December 29, 2016

Reporting Period: December 1-December 31, 2016

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

- Secured Board Docs Training for Staff and Elected Officials to allow automate the meeting agenda
- The City Clerk prepared the agenda's and legislation for the December Meetings
- Assisted the City Administrator with the data overage concerns for the City of Seat Pleasant. Amended the Accounting Manual to include data overage.
- Upgraded Apparatuses for the Elected Officials

Analyze department improvements that are needed and/or achieved based on the Smart City model.

- The City Clerk will be reviewing and discussing with General Code, the E-code for the City's Code Book. This will make automatically update the Charter and Code as amendments are approved by the City Council.

Indicate problems identified, barriers encountered and solutions reached.

- Creation of Tracking Form for Legislation

Identify goals for the next reporting period.

Monthly Meeting Agenda will be 100% electronically
Update City Charter and Code with approved amendments by the City Council
Research Business Codes for the City

Examples of Goals

Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)
Goal _____% increase in recyclables (based on statistics from refuse contractor)
Goal 20 _____% increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)
Goal _____% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Revenue

FY <u>16</u> Budget (Previous Year)	FY <u>17</u> Budget (Current Year)	FY <u>17</u> Actual (Current Year)
\$0	\$0	\$0

Expenditures

FY <u>16</u> Budget (Previous Year)	FY <u>17</u> Budget (Current Year)	FY <u>17</u> Actual (Current Year)
\$21,408	\$55,600	\$15,031.18

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.